

SECRET

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100017-1

SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP
(Reference: BOB Circular A-79)

ADP Unit 0403 (OTR) Period Covered 1st half of FY 69
XXXXXXXXXXXXXX

SECTION I. ACCOMPLISHMENTS IN THE USE OF DIGITAL COMPUTERS

Describe significant accomplishments with computer-based systems (i.e., computer applications) which were initiated or revised significantly during the report period.

Furnish the information in Parts A and B for each such application separately.

PART A. DESCRIPTION OF COMPUTER-BASED SYSTEM

Agency Program Supported

Category Program wide
Subcategory Training
Element Agency Training Records and Statistics
(Subelement, project, etc., if appropriate) _____

Target Categories and Target Functions:

Target function of the Agency Training Record is to provide an Agency wide record of individual employee training records, specific courses taken and facilities employed. Statistically Agency managerial personnel are provided information on workload, component participation and breakdowns on types of System Description. Explicitly describe the system and what training completed. it achieves (50 words or less).

Agency training data is received and processed by OTR for OCS. The OCS then prepares a series of printouts broken down in a variety of formats including (a) alpha runs for all Agency employees, break down by Service Designation, Office, Course titles, external training, facilities, and a statistical report showing student days and numbers of students by various training categories for each Directorate major component. (Portions of this are produced with a 7 year cutoff.)

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100017-1

SECRET

Excluded from automatic
downgrading and
declassification

SECRET

Approved For Release 2003/05/05 : CIA-RDP81-00902R000100100017-1

PART B. BENEFITS (Explain under one or more of the categories below.)

Manpower. Cite net manpower savings for the customer (user); indicate whether actual or projected (best estimate).

Use of these prints largely eliminates the necessity of keeping manual records and in large part reduces time spent in production of training statistics. Manpower savings are therefore spent between OTR and some 50 using training officers. The annual savings in manpower in OTR approximate 1 man year,*

Dollars. Cite net dollar savings for the customer (user); indicate whether actual or projected (best estimate).

Service. Explain improvements in service achieved.

(a). The various formats in the ATR provide the critical information necessary to training officers and managers required to do employee career planning. The statistical information concerning training is vital in allocation of human and fiscal resources. (b). The scope of the training formats is such**

Achievements. Explain accomplishments not feasible without a computer.

Other Benefits. Explain

*cost approximately \$6,000. While the savings in the components are more diffuse, it is estimated they approximate 3 man years or about \$40,000.

**that it would be virtually impossible to duplicate manually. The accuracy, currency would not be achievable manually without computerization. There is little question that the computerized records and statistics are a major management tool in meeting important Agency goals.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification